



FEDERATION OF
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ECCFA Senate Meeting
Wednesday, December 14, 2011
3:00 PM – 5:00 PM
UBC 103

- Call to Order:** Sarah Dye
- Recognition of Visitors & Guests:** Sarah Dye
Sheri Lacey and Katherine Sawyer, Employee Giving Campaign (3-5 minutes)
- Secretary’s Report:** Lori Clark
(November 30, 2011 Senate meeting minutes)
- Treasurer’s Report:** Linda Hefferin
- President’s Report:** Sarah Dye
- 1st Vice President’s Report:** Luis Martinez
- 2nd Vice President’s Report:** Dan Kocher
- 3rd Vice President’s Report:** Cassandra Watson

Committee Reports (written reports at end of agenda)

ECCFA Officers	Sarah Dye, Luis Martinez, Dan Kocher, Cassandra Watson, Lori Clark, Linda Hefferin
Academic Computing	Dan Kocher & Mary Peterhans
Academic Policy	Keith Lewis (sub/reporter) (Cindy Hutman & Jennifer McClure, Interim Chair & Vice Chair)
Achieving the Dream	Linda Hefferin & Sarah Dye
Alliance for College Readiness	Tina Ballard
Amendments	Dan Kocher
Assessment	Eric Long
Board of Trustees (BOT) Finance Committee	Linda Hefferin
CETL	Carlen Vire-Smith
Communication Liaison	Gary Christenson
Committee on Political Education (COPE)	Ron Kowalczyk
Curriculum	Joe Rosenfeld
Distance Learning	Billie Barnett
Equity Action	George Rosa & Sandi Brown
Elections	Bill Demaree
Faculty Development	Beth Santell
Faculty Association Volunteers (FAV)	Rick Bonnom
Global & International Studies Taskforce (GIST)	David Burke
Grievance	Howard Russo & Sue Ford
Honors	Johanna Cummings

Humanities Center	David Burke
Insurance	Lynn Ducar & Vicki Walker
Learning Communities	Colleen Stribling
Multicultural & Global Initiatives (MAGIC)	Kim Tarver & Clark Hallpike
Membership	Connie Orbeta
Negotiations	Luis Martinez
Scholarship	Bev Augustine
Sentinel	Bill Demaree
Sick Bank	Ellie Swanson
Social Media	Jessica Carpenter
Strategic Planning	Liz McNulty & Sumitra Duggirala
Webmaster	Tammy Ray

Special Orders

1. **ECCFA President's Appointment:** John Mravik, UAF1 in the English and Tutoring Departments, to serve as a senator replacement for SP2012 for Senator Julie DeLong Roth

COPE

Old Business

1. **Working Relations Task Force Committee:** Dr. Sam will arrange a meeting on either January 30th or January 31st (January BOT meeting is held January 31st so BOT members will be available then) between our ECCFA team (the Task Force members including Mary Arndt, Elizabeth Becker, John Slawson, and Rachael Tecza), Luis Martinez, and three other faculty members at large to be identified at our Opening Day General Membership meeting and luncheon and two Board members, former chair Ellie McKinney and current chair Robert McBride, to discuss the results of our August 2011 faculty survey and relationship concerns. Time to be determined later.
2. **Update on Tenure & Evaluation Handbook Committee Negotiation** (Gary Norden, Dave Zacker, Luis Martinez)
3. **Update on distribution of contracts** (Sarah Dye)
4. **End of the Semester Party (new venue)** – Spartan Terrace, Thursday, December 15th starting at 5 PM. The food as well as the open bar will be available at 5 PM so as not to interrupt the flow of the party. Arturo Vazquez's band will be performing and some of the tables will be moved back to allow for dancing.
5. **Seeking 2-3 Senators to volunteer to help the Grievance Committee pack up the MSC100a ECCFA Office in preparation for the move to ITR 146. FRIDAY, December 16th at NOON!!**

New Business

Division Issues

Adjournment

Written Reports for December 14, 2011 Officers' Reports

Secretary's Report:

Lori Clark

Minutes for November 30, 2011, meeting sent to Senators by separate email

Treasurer's Report:

Linda Hefferin

Treasurer's report attached to end of agenda (at the meeting)

President's Report:

Sarah Dye

Reminder for FT faculty from Jennifer Lorek, Benefits Specialist:

As a gentle reminder, professional development/expense reimbursement requests must be submitted no later than thirty (30) days following the end of the calendar year in which the expense was incurred.

Please be sure to submit your completed reimbursement requests for 2011 funds, including all required documentation, to your Dean's office no later than Monday, January 30, 2012. Expenses must be incurred on or before 12/31/11, but you have until 1/30/12 to turn in the paperwork. Any unused monies will not carry-over. Instead, they will be automatically deposited into the professional development and expense account with the Faculty Development Committee ("big pool" of funds).

A link to the professional development/expense form is provided below for your convenience.

<https://enet.elgin.edu/WorkArea/DownloadAsset.aspx?id=2358>

Professional Expense Reimbursement Request

2nd Reminder: The ECCFA Office will be moved to ITR 146 for the SP 2012 and early SU 2012 semesters because of the remodeling that will take place in MSC starting as soon as this semester is over. We will then move permanently in June or July to space in the remodeled SRC 2nd floor when the old library was located. The SSECCA office will be located nearby too once the space is finished the second floor SRC remodel is complete. Faculty will need to have ECC parking permit tags in order to use the small parking lot on Fletcher Drive or the lot behind HBT. If you no longer have an ECC parking tag, then you can get one through your dean's office coordinator or from the ECC Police Department as I understand the system.

2nd Reminder concerning faculty and programs moving to new offices and buildings from Ms. Konny's office:

Please be aware that non-ECC employees are not allowed to assist with the upcoming moves due to the risk of personal injuries and/or breakage of personal belongings.

2nd Reminder from Tammy Few, Interim Chief Human Resources

Officer:

As you know, pursuant to Article 6.17 (FT) and Article 8.8.3 (UAF), *“Lane change activities completed by December 31, and documented no later than February 15, shall be awarded on the salary schedule for that calendar year.”*

However, due to some confusion surrounding deadlines for submission of official transcripts for lane movement this past spring during negotiations, the Board has decided to allow an extension for submission of official transcripts to eligible ECCFA members according to the criteria and procedures outlined in the Faculty Development Handbook.

If you completed coursework by December 31, 2010, you have until December 31, 2011 to submit your official transcripts. Your pay will be retroactive to January 1, 2011. An official transcript is one that has been delivered unopened directly from the issuing institution. It must bear the institution’s seal, appropriate signature and date. We also accept hand-delivered transcripts if they are delivered unopened in the original envelope and encrypted electronic transcripts. Transcripts received by any other method (photocopy, fax, etc.) are considered unofficial. Please contact Kathryn Skates in Human Resources, SRC 231B, x7402 to determine if your official transcripts have been received.

2nd Reminder from Registrar Jennifer McClure:

This is a reminder that final grades for 2011FA are due **no later than Monday, December 19 before 8 a.m.** **As soon as you are ready to enter your final grades for 2011FA you may begin doing so.** The grade submission procedure can be found from the Grading link under Faculty Information at www.elgin.edu/portal . After the deadline grade change forms will be required. The recommended 120 day date for Incompletes is 4/16/12. Grades are verified each business day, so students can generally view them within 24 hours of being entered into the system. Please remember that a W cannot be entered as a final grade for students still enrolled.

We will be closing the online grading at 8 a.m. on Monday, December 19 in order to run final grade reports, Standards of Academic Progress (SOAP), Satisfactory Academic Progress (financial aid), prerequisite checks for spring, and certifying graduates all of which are dependent on grades being entered on time. We appreciate your cooperation.

If you have any questions please contact Elaine Kolasa, records-grades specialist at 847.214.7430 or via email at ekolasa@elgin.edu. Her hours are 9:00 am -3:00 pm on M, W, TH, F and 1:00-7 p.m. on Tuesdays.

1st Vice President’s Report:

Luis Martinez
No report

2nd Vice President’s Report:

Dan Kocher

No report

3rd Vice President's Report:

Cassandra Watson

No report

Committee Reports

Academic Policy:

Keith Lewis (& Jennifer McClure)

The APC committee entertained proposals and approved revisions to old language or new language on 11 administrative procedures this fall. Nine of our proposals went on to the Vice President for Teaching, Learning and Student Development and the deans and directors. These nine were approved by that group to go on to the President's cabinet:

Revisions to the following procedures:

1.101 Student Credit for Learning Experiences Other than Formal Instruction

1.103 Student Grades

1.104 Minimum Competencies

4.401 Complaint

4.402 Student Code of Conduct

4.404 Placement Test Appeals

4.408 Appeal

New language for the following:

Academic Residency

Student Attendance

Some of this work was updating titles or clearing up wording, some was clarification and some involved major changes. If these get past the President's cabinet and become official, we would be happy to share the wording and explanations with the Senate. Some, like student attendance will need to be discussed with the faculty because it will in minor ways change what faculty do.

Two other proposals were approved in our November meeting but have not gone to the Vice President and deans for approval yet:

4.104 Absence Notification

Academic Forgiveness/Fresh Start

Reported by Cindy Hutman

Academic Technology:

Dan Kocher & Mary Peterhans

No report

Achieving the Dream:

Linda Hefferin & Sarah Dye

No report

Alliance for College Readiness:

Tina Ballard (sub for Alison Douglas)

On December 7th, the STEM team had Dr. Pellegrino, one of 18 science professionals who served on the national committee that created the new science framework that is the basis for future K-12 science standards, as

a guest speaker. There were approximately 100 people in attendance for this event.

The Math team was awarded a grant to help develop a 4th year high school math course and to pilot early placement testing for juniors. In addition, the Alliance has been awarded a grant from ICCB, in conjunction with NIU and 7 area community colleges, to develop professional development opportunities for content and CTE instructors to learn how to implement reading strategies into their current content.

Amendments:

Dan Kocher

No report

Assessment Committee:

Eric Long

No report

BOT Finance Committee:

Linda Hefferin

The BOT Finance Committee met on December 13. Items of business included the management letter from the 2011 audit and management responses to audit comments. In addition, the College's investment policy was reviewed and no changes were recommended.

The College's internal auditor presented several internal audits to the finance committee for their review regarding cash receipts.

Conservative projections for fiscal years 2013 – 2016 were presented and discussed. Assumptions used in the projections and the property tax levy were looked at in detail. A lengthy discussion followed regarding possible college tax abatements. The finance department will continue to refine the FY 2013 budget and bring forward a tuition recommendation in January 2012.

CETL Workshops:

Carlen Vire-Smith

No report

Communication Liaison:

Gary Christenson

No report

COPE:

Ron Kowalczyk

The ECCFA Senate has voted to endorse John Dalton for Kane County Circuit Court Judge, Second Subcircuit.

Curriculum:

Joe Rosenfeld

No report

Distance Learning:

Billie Barnett

No report

Elections:

Bill Demaree

No report

Equity Action:	George Rosa & Sandi Brown No report
Faculty Development:	Beth Santell Faculty Development Handbook Committee has completed the rewrite of the handbook. This is being forwarded to Dr. Sam per the contract and will be brought to the senate for approval after his review. It will then be sent to the ECCFA Senate for approval and the BOT for the same.
FAVs	Rick Bonnom ECCFA and SSECCA partnered this past Saturday at the new Northern Illinois Food Bank warehouse in Geneva for a volunteer day. We had 30 ECCFA, SSECCA, retiree's, family members, and even a young female student and her mother (who saw we were volunteering on our website), volunteer last Saturday. We worked from about 1:30- 3:15 unloading, sorting, packing and boxing up boxes of meat. We packed up over 7,000 lbs. of meat. Our NIFB supervisor Eric told Gary and I he thought we could do between 5-6 pallet's. We did over 7 pallet's, and we were done about 15 minutes early, because we were done with the amount of meat they had. It was a pretty physical day, but everyone seemed to really enjoy being there.
GIST:	David Burke No report
Grievance:	Howard Russo & Sue Ford No report
Honors:	Johanna Cummings No report
Humanities Center:	David Burke No report
Insurance:	Lynn Ducar & Vicki Walker <ol style="list-style-type: none"> 1. Medical, Dental & Vision updates Because benefits information is not provided as part of new employee orientations, full-time employees and new hires will soon have online access to the BCBS Plan Document and a Q&A Benefit Reference Guide. The intention is to have it all posted on the elgin.edu website. Pathway: elgin.edu - <i>about ECC - jobs - new hires – info.</i> 2. Kuhlman wants to remind all employees that dental benefits are available for purchase from Delta Dental. 3. Benefits open enrollment ended Monday, 12/12. Here is a summary. <ol style="list-style-type: none"> a. Optional Life (\$10k) b. Long-term Disability c. FSA (2012 Health Reimbursement and Dependent Care) d. 403(b)

- i. Annual Max for 2012 of \$17,000
 - ii. Age 50 and older catch-up contribution of \$5,500
 - iii. 15 years of service catch up \$3,000-Maximum lifetime of \$15,000
- 4. Lundstrom Agency is reviewing and looking at renewal of ECC's Life and LTD plans from Lincoln.
- 5. HR plans on holding supervisor trainings to bring them up to date on all types of Leave of Absence Plans: FMLA, Maternity/Paternity/Adoption/Unpaid Leaves/VESSA (unpaid leave for victims of domestic/sexual violence).
- 6. HR will be reactivating the Wellness Committee
- 7. Weight Watchers changes: enrollees can pay on a month to month basis, or participate in WW online for a lesser fee.
- 8. Kuhlin would like to implement *Wellness on Wednesdays (WOW)* which may include EAP information, meetings on how to get the most from BCBS, exercise, nutrition, health & weight loss challenges.

Submitted by Lynn Ducar

Learning Communities (Steering): Colleen Stribling

The steering committee hosted a meeting on December 7th for all instructors who have participated in a learning community in the fall semester. During the meeting, instructor teams reflected on the results of the semester and brainstormed areas for improvement in their pairing. In addition, instructors analyzed the engagement data from students in learning community courses, and identified goals for the future. The Learning Community Steering Committee is planning a meeting on Friday January 13th from 1-3pm for spring Learning Community instructors to work on the development of integrative learning assignments.

PLEASE NOTE: The deadline for fall proposals for new learning communities is December 16th. For a listing of pairings, see www.elgin.edu/learningcommunity .

MAGIC:

Kim Tarver & Clark Hallpike

No report

Negotiations:

Luis Martinez

No report

Scholarship:

Bev Augustine

I will send an email to all faculty urging them to identify and encourage qualified students to apply for the ECCFA Scholarship by the 4/23/12 deadline. {I found that the Unit I and Unit II groups are no longer available; I am waiting to hear from Dolohn Keeler about this.}

I also want to send an email urging faculty to consider giving one dollar each pay period to the ECC faculty Association Fund.

Membership:**Connie Orbeta (as of 12/14/11)****Full time faculty 100%**

143 Members

143 eligible

UA1s 52% (Spring 2011 - 61%)

89 Members

(83 non-members)

172 eligible

UA2s 91% (Spring 2011 - 89%)

194 Members

(18 non-members)

212 eligible

INAs

14

3 Members

Total signed members 426

(Spring 2011 – 430 members)

Total 527 - Faculty eligible

Sentinel:**Bill Demaree****Remaining Sentinel Dates for 2012**

Due Date	Publication Date
Mon., 13 Feb. 2012	Wed., 15 Feb. 2012
Mon., 12 March 2012	Thurs., 15 March 2012
Thurs., 12 April 2012	Mon., 16 April 2012
Thurs., 10 May 2012	Mon., 14 May 2012

Sick Bank:**Ellie Swanson**

No report

Social Media**Jessica Carpenter**

Facebook: Our “likes” remain steady at around 450 people. In the last few weeks we have posted material on the NIFB food drive (both the external event in Geneva and the on campus efforts). The winners of the NISOD conference awards were also promoted, as well as the senate meetings.

Strategic Planning Committee:**Elizabeth McNulty**

At the December 8 meeting, committee members brought ideas from their respective areas of the college. These ideas were added to the list of possible topics to be included in the Strategic Plan. The revised list is attached [to this agenda] with new topics highlighted. Comments or additional ideas can be sent to Phil Garber or to faculty committee members (David Reich, Linda Hefferin, Sumitra Duggirala, Elizabeth McNulty). The January meeting of the committee will be devoted to reviewing the suggested topics to find common themes that can be worked into goals for the FY13-17 Plan.

Webmaster:**Tammy Ray**

No report

Working Relations Task Force**Mary Arndt, Elizabeth Becker, John Slawson, Rachael Tecza**

Attachments to the electronic copy of Senate agenda or handouts available at the Senate meeting on Wednesday:

1. Treasurer’s report
2. Revised FY 12-17 Strategic Planning document

ECC Holiday Breakfast:

The ECCFA's only retiree this semester is Dr. Alice Biggers, English Department and Honors Program, and she will not be present at the breakfast.

Save the Date!

WHAT: 2011 ECC Annual Holiday Employee Retiree Breakfast

WHEN: Friday, December 16th 7:30 am – 9:30 am

WHERE: University Business Center (UBC) Dining Room